



CITY OF HOUSTON

Job Posting

PC

Applications accepted from:

ALL PERSONS INTERESTED  
PART TIME (20 HOURS)  
LIBRARY SERVICE SPECIALIST  
PN# 106746  
Library Department  
Central Services  
Business, Science and Technology\*  
500 McKinney\*  
Rotating Schedule\*

\*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Provides reference service and information on library activities, facilities, policies and services to customers in person and by mail, telephone and electronic means. Assists customers in the use of reference materials in print and electronic formats. May assist in the following: collection development/maintenance, telephone and mail requests, and government documents. Performs other functions essential to the efficient operation of the library. Schedule flexible to include some evening and weekend (Saturday and Sunday) work.

WORKING CONDITIONS

Position requires stooping, bending and lifting library materials up to 20 pounds; pushing loaded book trucks up to 100 pounds. Must be able to move freely throughout the unit to file/retrieve library materials. Must be able to use a computer to access/input information. Must be able to communicate effectively orally and in writing.

EDUCATIONAL REQUIREMENTS

Bachelor's degree in Library Science or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

None.

MINIMUM LICENSE REQUIREMENTS

None.

PREFERENCES

Texas Drivers License. Customer/public service experience. Current computer skills including Microsoft Windows and Microsoft Office (Word, Excel, Access). Spanish, Chinese, or Vietnamese fluency a plus.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 13  
\$965 - \$1246 Biweekly \$25,090 - \$32,396 Annually

OPENING DATE

September 7, 2005

CLOSING DATE

September 27, 2005

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. TDD Phone Number 713-837-9496. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An Equal Opportunity Employer